

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notification of Terms of Employment Transfer**

Dear [Employee Name],

This letter serves as official notification that your employment is being transferred from [Current Department/Entity Name] to [New Department/Entity Name], effective [Effective Date].

As part of this transfer, please find the updated terms and conditions of your employment below:

- **Job Title:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [New Office Address/Remote]
- **Base Salary:** [Amount] per [Year/Month/Hour]
- **Work Schedule:** [Hours per week/Shift details]

Except for the changes outlined above, all other terms of your original employment agreement, including your original hire date for seniority purposes, will remain in effect. Your accrued benefits, such as [Vacation/Sick Leave], will be transferred accordingly.

Please review these terms. If you accept the transfer under these conditions, please sign and return a copy of this letter to the Human Resources department by [Deadline Date].

We look forward to your continued contributions in this new capacity.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], accept the transfer and the terms of employment as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_